

Effective Date Statewide: 3/05	Revision Date
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## CASHIER CASH COUNT / CUTOFF

### Description:

*Cashiers use this screen at the end of a journal day to record the charges, checks and cash that have been receipted.*

### Reference:

*Accounting Manual*

### Overview:

*Clerks taking payments of any kind, revenue or trust, must count their funds at the end of the journal day, which is determined by court location.*

### Procedure/Computer Entry

1. From the Primary menu screen select **Cashiering**.

## CASHIER CASH COUNT / CUTOFF

2. Enter password. Select **>Cash Count!**
3. Enter login name.

**Cashier Count / Cutoff**

Cashier Logname  Password  Cashier Name   
 Supervisor  Password  Supervisor OK ☐ Journal Number

Pennies  0 = \$0.00  
 Nickels  0 = \$0.00  
 Dimes  0 = \$0.00  
 Quarters  0 = \$0.00  
 50 Cents  0 = \$0.00  
 Hard Dollars  0 = \$0.00

\$1  0 = \$0.00  
 \$2  0 = \$0.00  
 \$5  0 = \$0.00  
 \$10  0 = \$0.00  
 \$20  0 = \$0.00  
 \$50  0 = \$0.00  
 \$100  0 = \$0.00

Coin/Currency Total \$0.00  
 Total \$0.00  
 Less Cash Fund \$0.00  
 Total Receipts \$0.00

Revenue Trust  
 Checks Total \$0.00 \$0.00  
 Charges Total \$0.00 \$0.00

Add Checks\Charge Slips Calculate Supervisor Approved Enter Exit

Send Report to Printer ☒

4. Enter all Coin/Currency amounts. (*Refer to local policy in re: Cash Fund*).
5. To add checks and charge slips, select **Add Checks/Charge Slips button**.

Use the enter key to create a new line. To get to the next category use the tab key. When all entries are complete, select **Enter**.

**Add Checks/Charge Slips**

**CHECKS**

**Revenue Checks**

Check number	Amount
0	\$0.00

Total number of checks: 1  
 Total checks amount: \$0.00

**Trust Checks**

Check number	Amount
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Total number of checks: 0  
 Total checks amount: \$0.00

**BANKCARD CHARGES**

**Revenue Charges**

Amount
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Total number of charges: 0  
 Total charges amount: \$0.00

**Trust Charges**

Amount
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Total number of charges: 0  
 Total charges amount: \$0.00

Delete Enter Exit

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## CASHIER CASH COUNT / CUTOFF

- r the check number and amount of all revenue checks received.
- b. Enter the amount of each revenue charge.
  - c. Enter the check number and amount of all trust checks received.
  - d. Enter the amount of each trust charge.
  - e. After entering checks and charge slips, select the **Enter** button.
6. If the amount includes a change fund that is not automatically accounted for in the Cash Count refer to local policy to account for a procedure. (The computer automatically calculates totals and subtracts cash fund.)
  7. Upon returning to the Cashier Count / Cutoff screen, select **Calculate**.
  8. A supervisor or designated clerk must verify and approve cash count. After verifying the totals are correct, a supervisor or designated clerk will enter name and password, then select **Supervisor Approved**.
  9. Select the **Enter** button following approval.
  10. A cash count report is automatically sent to the printer.
  11. **Sign Cashier Count Out Form. Supervisor or designated clerk will sign as verifier.**